

DD/S 57-4154

~~CONFIDENTIAL~~

10 December 1957

MEMORANDUM FOR: Acting Director of Logistics
Chief, Management Staff

SUBJECT : Personnel Ceiling - Office of Logistics

REFERENCE : Memo dtd 14 Nov 57 to DD/S fr AD/Log, subj: "Request
for Approval to Utilize Nine Ceiling Allocations
Now Held in Reserve by the Deputy Director (Support)."

25X9A2
1. As I understand it, [redacted] employees are the minimum with which the Printing Plant in the Administration Building can operate. The limitation on personnel ceilings is such that we must all carry on our work with the essential minimum number of people. Therefore, it would not appear that an increase of nine positions is necessary.

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2. The referenced memorandum also indicates that the Printing Plant now has eight positions vacant of the [redacted] authorized. If we are having difficulty in filling these eight positions it would seem that the authorization of an additional nine would not solve the problem.

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3. The "on duty" strength of the Office of Logistics is now [redacted] whereas the ceiling is [redacted]. Since the Office of Logistics should be reducing its "on duty" strength to [redacted] it does not appear that an authorization to fill the nine positions in question within the authorized ceiling would alleviate the problem.

4. In view of the foregoing I have not approved of the recommendation in the referenced memorandum. However, I am aware of the fact that as a service organization the Administration Building Printing Plant is unable to control its workload effectively. I have a feeling, however, that the printing and reproduction requirements levied upon us may be excessive since payments for such services are not made by the requestors. I think it may well be possible that a study of the validity of the requirements levied upon this Plant might make possible adjustments which would eliminate or minimize the workload problem.

5. The Chief, Management Staff is directed to look into this matter at his very earliest convenience.

[redacted]
L. A. WHITE
Deputy Director
(Support)

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~~CONFIDENTIAL~~

Dec 12, 1957

NOV 14 1957

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Request for Approval to Utilize Nine Ceiling
Allocations Now Held in Reserve by the
Deputy Director (Support)

REFERENCE: Memo to D/D from DD/2, dated 30 January 1957,
subject: Increase in Personnel Ceiling

1. This memorandum contains recommendation for Deputy Director (Support) approval. Such recommendation is contained in Paragraph 6.

2. At the time the Administration Building Printing Plant was transferred to the Printing Services Division/GE from the Government 25X9A2
Printing Office on 13 January 1957, the D/O strength was [redacted] positions, of which [redacted] were filled. Subsequent memorandum directed this Office not to fill any of the nine vacant positions prior to obtaining Deputy Director (Support) approval.

3. During the operation of the Administration Building Printing Plant by the GPO, the D/O strength ranged up to [redacted] positions. The 25X9A2
experience of the GPO was that the demands of EIS printing and that of other customer agencies required a D/O well above [redacted] positions. As the on-hand strength at the time of the transfer was less than the personnel complement usually operating the plant under GPO management, it is apparent that GPO had not taken action to maintain minimum strength prior to this Agency assuming control. Even though the workload at the time of the transfer was considerably lower than it is at the present time, the on-hand strength at that time was insufficient to maintain adequate production. Experience with the plant plainly indicates that [redacted] employees will be an absolute minimum with which the plant can operate. Even with this number, substantial overtime will continue to be required to maintain adequate production of EIS sections during peak periods. 25X9A2

4. This Office has experienced considerable difficulty in obtaining personnel to replace the former employees of the plant who returned to the GPO rather than transfer to the Agency. In order to temporarily fill some of the positions for which replacements have not as yet been obtained, arrangements were made to obtain eight employees on detail from the Government Printing Office. In accordance with prior agreement, all of these employees are to return to the GPO on 25 November 1957. This 25X9A2

**SUBJECT: Request for Approval to Utilize Nine Ceiling Allocations
Now Held in Reserve by the Deputy Director (Support)**

will leave vacant eight positions to be filled by new recruits.
Recruitment actions have been initiated in each case and some of the
replacement personnel are about ready to enter on duty.

5. Because of ceiling reductions, the Printing Services Division
does not have personnel ceiling allocations (other than the nine held
in reserve by the DD/S) which can be utilized for filling the needed
positions. The nine reserve allocations are included in the Office of
Logistics ceiling and were funded in the 1958 Budget. Therefore, the
use of these allocations will cause no increase in the Printing Services
Division or the Office of Logistics ceiling.

6. In order to fill existing vacancies and to bring the Adminis-
tration Building Plant T/O up to the required minimum number of posi-
tions, it is recommended that the nine ceiling allocations held in
reserve be released.

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Acting Director of Logistics

*The recommendation in Paragraph 6
is ~~APPROVED~~ DISAPPROVED:

DEC 10 1957

Date

Signed

L. K. WHITE
Deputy Director
(Support)

*See memo dtd 10 Dec 57 to AD/Log
and C/Mgmt Stf fr DD/S, subj:
"Personnel Ceiling - Office of
Logistics."

Distribution:

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SUMMARY STATEMENT, NIS PROGRAM

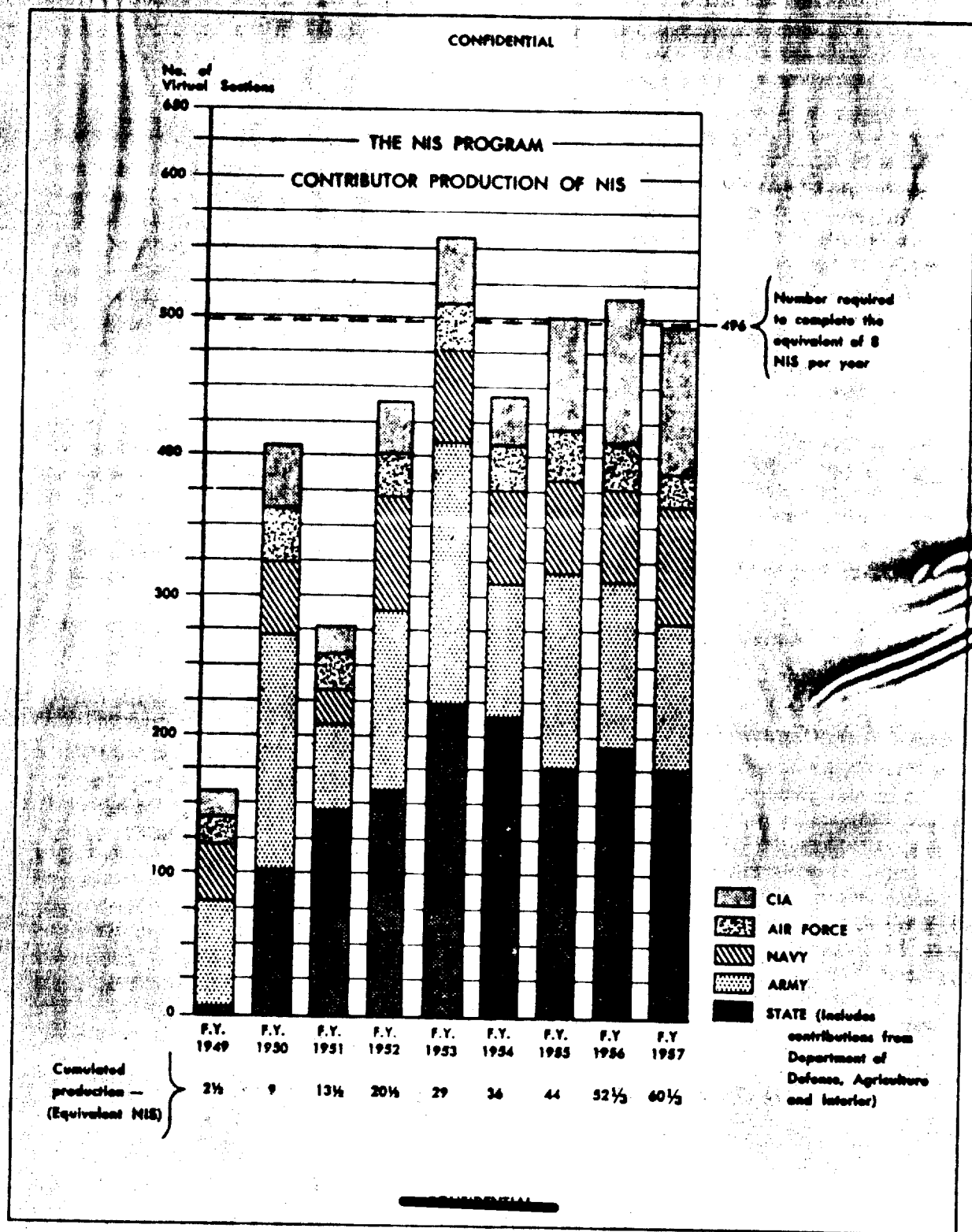
The NIS Program is a service of common concern for which the Director of CIA has the responsibility for coordinating production and maintenance activities of the more than 40 contributing agencies. This is in addition to his responsibilities for editing, publication and dissemination of the NIS. (NSCIB No. 3, para. 1a. 5) An interdepartmental NIS Committee consisting of representatives of the IAC agencies was established to oversee the carrying out of NSCIB No. 3. The NIS Committee members are appointed by and are the representatives of the heads of the Intelligence components of their respective departments. The JCS sets the requirements and allocates the priorities for production of the NIS. Following is a quotation from a memorandum for the DCI from the JCS dated 20 March 1950 signed by V. E. Magee, Brigadier General, USMC, who was then the Deputy Director for Intelligence of the Joint Staff:

"3. The Joint Staff recognizes the necessity for curtailing the production from 15 NIS to approximately the equivalent of 8 NIS per Fiscal Year because of the reduced production capabilities of certain contributing agencies as mentioned in paragraph 3 of reference a." (not avail.) "Accordingly it is considered that the Joint Staff requirements for NIS must conform to the production capabilities indicated above."

The requirement for approximately 8 NIS per year (500 equivalent sections) has remained constant since 1950.

Reaffirmation of the need for and worth of the NIS Program is also contained in the report to the Congress on intelligence activities by the Clark Task Force of the Hoover Commission which states:

"The National Intelligence Survey is an invaluable publication which provides the essential elements of basic intelligence on all areas of the world. While its production involves an extensive and expensive effort, all members of the Intelligence community derive an immediate benefit from the contributions they make to it and profit from the final product. There always will be a continuing requirement for keeping this survey up-to-date." - Intelligence Activities, page 68.



TAB C

~~CONFIDENTIAL~~**UNEVEN SUBMISSION OF HIS CONTRIBUTIONS****Production for FY 1955**

4. After a slow start, HIS production showed remarkable recovery during the second half of the year which resulted in full attainment of the JCS requirements of eight equivalent HIS. A total of 500 sections was produced during the year, an increase of some 57 sections over the previous year's production. To a large degree this increase is an indication of the extra effort being put into Chapter I production. It is evident that all agencies assigned much greater emphasis to HIS production during the last quarter of the year, with nearly half of the total year's production occurring during this short period. This is unfortunate from the review, editing, and publication viewpoint since it creates a heavy logjam of work which takes unusual efforts and much overtime to remedy. Moreover, it results temporarily in considerably longer delays before the intelligence can be gotten into the hands of the users. Of even greater concern is the tendency of contributors to compromise with qualitative standards under the pressure placed upon them to meet the end-of-the-year deadline. More even distribution of production effort throughout the year would greatly improve the situation.

From the Annual Report of the HIS Program - Fiscal Year 1955

Major Developments in Fiscal Year 1956

6. A total of 514 sections was produced in Fiscal Year 1956, which actually exceeded the JCS annual requirements of eight equivalent HIS. The contributing agencies attained 98% of HIS scheduled commitments for a unique record of accomplishment. This reflects not only more realistic scheduling but, more importantly, better interagency coordination and control procedures. However, there was again evident a high production peak towards the end of the year, which creates a heavy review overload and results in unacceptable delays in the processing and disseminating of the finished intelligence. More importantly, intelligence quality suffers under such last-minute production pressure. The HIS Committee is directing primary attention to this problem of developing a more balanced production effort throughout the year.

From the Annual Report of the HIS Program - Fiscal Year 1956

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TAB D

Over-all HIS Production

3. However, the lack of timeliness in the submission of contributions again detracted from the excellence of the quantitative production achievement. In FY 1957 defections from schedule by contributors earlier in the year left over half of the 494 sections outstanding at the start of the fourth quarter, and almost one-third of the total year's production was still outstanding at the beginning of the last month. By extraordinary effort all contributors except the Department of State overcame their earlier defaults and fulfilled completely or in large part their production commitments for the year. However, this resulted in the build-up of a work backlog of serious proportion in the Office of Basic Intelligence, CIA, which is staffed to process HIS on a reasonably timely basis only if the contributions are submitted at a relatively uniform rate throughout the year as provided for by the schedule. Many months, and a heavy overtime schedule, will be required to bring the workload back to a level at which contributions can be processed within a reasonable time span. During that period serious delays in the review and processing of many of the contributions are unavoidable.

From the Annual Report of the HIS Program - Fiscal Year 1957

~~CONFIDENTIAL~~

C O P Y

Transmittal Letter dated 15 August 1957

TO: Brigadier General John F. Cassidy
Staff Director
President's Board of Consultants
on Foreign Intelligence Activities

SUBJECT: Annual Report of the RIB Program

3. In summary this has been a year of solid accomplishment characterized by excellent interagency support and coordination and reflecting a gradual improvement in collection, guidance, and acquisition, better administrative controls, and more efficient interagency procedures. However, RIB production effort remains unbalanced to a serious degree in that the great bulk of the production is completed at the end of each year.

ROBERT ANDRE, JR.

The DD/I Administrative Officer states that a copy of this went to the IAC.

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